



PYPO Development Intern - Position Description

Reports To: Executive Director and Membership & Operations Coordinator

Hours: 10-12 hours per week (hybrid schedule - primarily remote with occasional in-person engagements)

About the Role: This is a great opportunity for a self-motivated arts administrator to gain valuable hands-on experience working with a well-established and growing music education organization. The Development Intern will assist with all aspects of fundraising, donor engagement, sponsorship development, grant research and writing, and the creation of relevant marketing and fundraising campaigns. The candidates should anticipate needing to conduct research and community outreach to advance PYPO's development goals. We invite candidates who are eager to learn, curious about the operations of a small arts organization, and passionate about creating transformative musical experiences for young people.

About PYPO: The Pittsburgh Youth Philharmonic Orchestras was founded in 1993 to provide extraordinary musical experiences for young musicians to further develop their musicianship outside of school time. In the three decades since, we have grown from one to six ensembles, and engage over 400 students each year through our school-year ensembles, summer camps, international tours, and elementary school string and band festivals. Based in the South Hills of Pittsburgh, PYPO serves students 1-12 grades from schools all across Allegheny County.

Key Responsibilities include, but are not limited to:

Development (40%)

- Track, organize, and segment individual donor information using spreadsheets and development databases;
- Support the implementation of a new CRM system by organizing, cleaning, and transferring constituent data and collaborating with the CRM team throughout the migration process;
- Research grant opportunities and funding sources, assess eligibility requirements, and assist with preparing compelling grant applications that communicate PYPO's mission, impact, and measurable outcomes;
- Identify, track, and cultivate sponsorship opportunities, including researching potential sponsors and developing recognition and stewardship materials;
- Assist in brainstorming, planning, and implementing fundraising campaigns through email, social media, and other communication channels, including seasonal and year-end giving initiatives;
- Draft impact reports for organizational stakeholders, funders, and grant providers using program data, participant metrics, and mission-driven storytelling;
- Support donor stewardship efforts through acknowledgement materials, communications, and engagement strategies;



Marketing & Communications (30%)

- Create email templates and compelling messaging for alumni engagement, donor stewardship, sponsor outreach, fundraising campaigns, and broader community engagement efforts;
- Design and develop templates for social media posts promoting fundraising campaigns, sponsorship recognition, donor appreciation, and special giving opportunities;
- Assist with the creation, editing, and production of concert programs and promotional materials, including collecting sponsor advertisements, business advertisements, cover artwork, musician rosters, repertoire information, and senior recognition features;

Organizational Research & Analysis (30%)

- Attend at least three (3) PYPO events throughout the season, including concerts and other events, to gain familiarity with programs and stakeholders;
- Analyze organizational revenue streams and prepare reports examining contributed versus earned income sources;
- Research fundraising strategies, events, products, services, and other resources that may support PYPO's development goals;
- Assist with special projects and other development-related initiatives as assigned.

Skills Developed Through This Internship

- Grant writing and proposal development
- Fundraising and donor relations
- Sponsorship cultivation and stewardship
- Nonprofit marketing and communications
- Data analysis and impact measurement
- Event engagement and organizational operations
- Professional writing and project management

Qualities and Qualifications of the Ideal Candidate:

This position provides applicable real-world experience on nonprofit development, while contributing to the organization's long-term sustainability and impact. An ideal candidate will possess:

- Belief in the power of music education to impact youth and the wider community;
- Ability to work independently in a remote environment while managing multiple projects with attention to detail and professionalism;
- Strong written and verbal communication and interpersonal skills; comfortable interacting with students, parents, board members, donors, sponsors, and community partners;
- Advanced computer ability (can type 50 wpm minimum);
- Comfort with Google Office Suite and Canva; and willingness to learn other platforms as needed



Clearances: Successful candidate must obtain and maintain all required background clearances prior to the start date, including Pennsylvania Criminal History and Child Abuse clearances (Acts 33 and 34) and an FBI background check, due to interaction with minors at PYPO events.

How to apply: Send a resume and a one-page cover letter expressing your interest via email to eftihia@pypo.org

Diversity and Inclusion Statement: PYPO is passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.



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